

NOTICE

There is a job vacancy with **BAY COUNTY ANIMAL CONTROL**.

JOB TITLE: **PART-TIME CUSTODIAN**

RATE OF PAY: **\$10.63 per hour entry progressing to
\$12.53 per hour after 6 years (TS04)**

Part-time position; Variable hours, up to 29 per week.

In accordance with the Agreement between the County and Local 15157, United Steelworkers, Part-time Unit, preference may be given to seniority departmental employee applicants.

GENERAL SUMMARY:

Under the direct supervision of the Animal Control Manager, performs a variety of cleaning tasks to keep County buildings in a clean and orderly manner. ***NOTE: This position basically involves feeding animals and cleaning the kennel area.***

TYPICAL DUTIES:

1. Dust mops and wet mops floors and stairways and operates vacuum to clean carpet areas.
2. Periodically strips floors of old wax, applies fresh wax and operates power buffer to polish floors.
3. Dusts furniture, empties wastepaper baskets and cleans windows, mirrors and doors.
4. Cleans and sanitizes drinking fountains and restrooms replenishing supplies and dispensers as needed.
5. Checks lights and secures windows and building entrances after cleaning or on a regular basis.
6. Reports irregular activities and advises supervisor of conditions requiring major maintenance or repair.
7. Moves furniture to facilitate cleaning, assist in personnel transfers, or rearrange office layout.
8. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles, as required.
9. Performs the intake of animals (cats and dogs) and placing them in appropriate kennel(s).
10. Bathes animals when their condition warrants.
11. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS: County prefers an individual who has experience in cleaning large buildings and office complexes. Must be proven trustworthy beyond normal levels. Individual must be able to be assigned duties and work with minimal supervision. Applicants may be required to take written and/or other examinations.

PHYSICAL: This position requires sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 20-50 pounds of force up to one third of the time.

Make application at the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, Michigan 48708-5121 no later than **4:00 p.m. Monday, November 22, 2010.**

AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."